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## WAR FOOD ADMINISTRATION

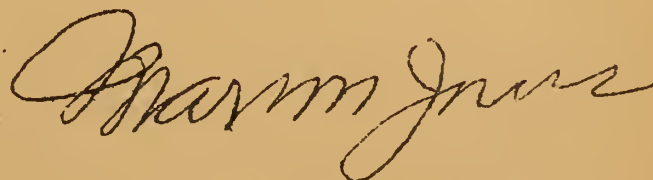
Washington 25, D. C.

August 26, 1943

ADMINISTRATOR'S MEMORANDUM NO. 11, REVISED

Office of War Board ServicesLIBRARY  
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1. There is hereby established the Office of War Board Services to be under the direction and supervision of a Director of War Board Services.
2. All communications between the War Food Administration and the State War Boards shall be channelled through the Office of War Board Services. All communications, including directions and orders, announcing determinations of policy or matters of unusual importance from the War Food Administration to the State War Boards shall be prepared for the signature of the Administrator, and, prior to submission for the Administrator's signature, shall be transmitted by the originating agency within the War Food Administration to the Office of War Board Services, which shall have responsibility for clearing the proposed communication with other agencies of the Administration interested therein. All other communications from the War Food Administration to the State War Boards shall be prepared for the signature of the Director of War Board Services. All communications from State War Boards to the War Food Administration shall, when first received by the Administration, be promptly transmitted to the Office of War Board Services, which Office shall forward the communication to the official or officials of the Administration interested therein.
3. Mr. William L. Nelson is hereby designated as Director of War Board Services.
4. All memoranda in conflict with the provisions of this memorandum are superseded to the extent of such conflict.



Administrator





Washington 25, D. C.

August 25, 1943

ADMINISTRATOR'S MEMORANDUM NO. 11, REVISED, SUPPLEMENT 1

Establishment of the National War Board  
of the War Food Administration

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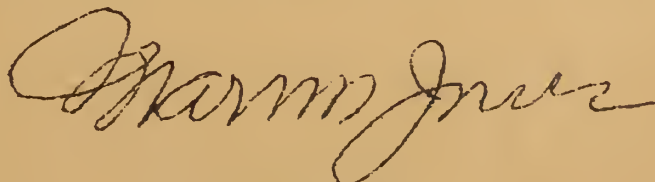
There is hereby established the National War Board of the War Food Administration. This Board shall be composed of:

The Assistant to the Administrator in charge of  
War Board Services, as Chairman  
The Chief of the Agricultural Adjustment Agency  
The Chief of the Bureau of Agricultural Economics  
The President of Commodity Credit Corporation  
The Director of Extension Work  
The Governor of Farm Credit Administration  
The Administrator of Farm Security Administration  
The Director of Food Distribution  
The Chief of the Forest Service  
The Director of Information  
The Administrator of the Rural Electrification  
Administration  
The Chief of the Soil Conservation Service  
The Solicitor

A principal function of the Board shall be to consider and recommend to the Administrator whether a given program shall be administered through the State and County War Boards or through one or more of the agencies represented on the Board.

All previous memoranda are superseded to the extent that they conflict or are inconsistent with the provisions of this memorandum.

The provisions of this memorandum shall be effective on and after September 1, 1943.



Approved:

Administrator

Secretary of Agriculture

*[Faint, illegible text from bleed-through]*

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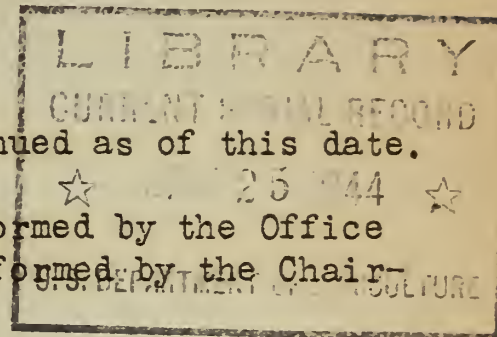
WAR FOOD ADMINISTRATION

Washington 25, D. C.

December 30, 1943

ADMINISTRATOR'S MEMORANDUM NO. 11, REVISED, SUPPLEMENT 2

Office of War Board Services



1. The Office of War Board Services is discontinued as of this date.
2. The functions and activities heretofore performed by the Office of War Board Services shall hereafter be performed by the Chairman of the National War Board.
3. All future communications between the War Food Administration and the State War Boards shall be channeled through the Correspondence Unit of the Administrator's Office.
4. Outgoing communications shall be transmitted by the originating agency to the Correspondence Unit of the War Food Administration for clearance.
5. Until further notice, Mr. Wilson Cowen, Assistant Administrator, War Food Administration, shall serve as Acting Chairman of the National War Board, and all communications from the War Food Administration to State War Boards shall be prepared for his signature in that capacity.
6. The personnel of the Office of War Board Services is hereby transferred to the Office of the Director of Food Production Administration.
7. All previous memoranda are superseded to the extent that they conflict or are inconsistent with the provisions of this memorandum.

*Glover B. Hill*

Acting Administrator

I concur:

*Paul H. H. [Signature]*  
Acting Secretary of Agriculture



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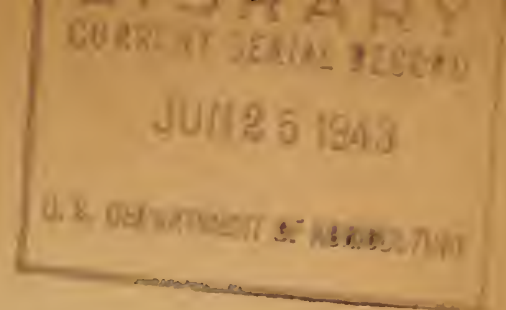
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WAR FOOD ADMINISTRATION  
Washington, D. C.



May 27, 1943

ADMINISTRATOR'S MEMORANDUM NO. 11

Supervision of Relationships with War Boards

1. The FPA War Board Services Branch with all its personnel equipment, records, and funds is hereby transferred to the Office of the Administrator and assigned to report directly to Mr. J. S. Russell, Assistant to the Administrator. All communication with, including directions or orders to, the State War Boards will be over the signature of the Administrator and will be handled for him by Mr. Russell.
2. To serve as points of reference for Mr. Russell, Mr. D. A. FitzGerald, Deputy Director, FPA (for agencies reporting to Mr. Hutson), Mr. C. W. Kitchen, FDA Deputy Director (alternate, S. R. Newell, FDA), and Mr. J. W. Millard, Assistant to Mr. Marshall, are designated to coordinate War Board matters referred to their respective agencies by Mr. Russell and War Board matters forwarded from their respective agencies to Mr. Russell.

*Chester C. Eganis*  
Administrator

